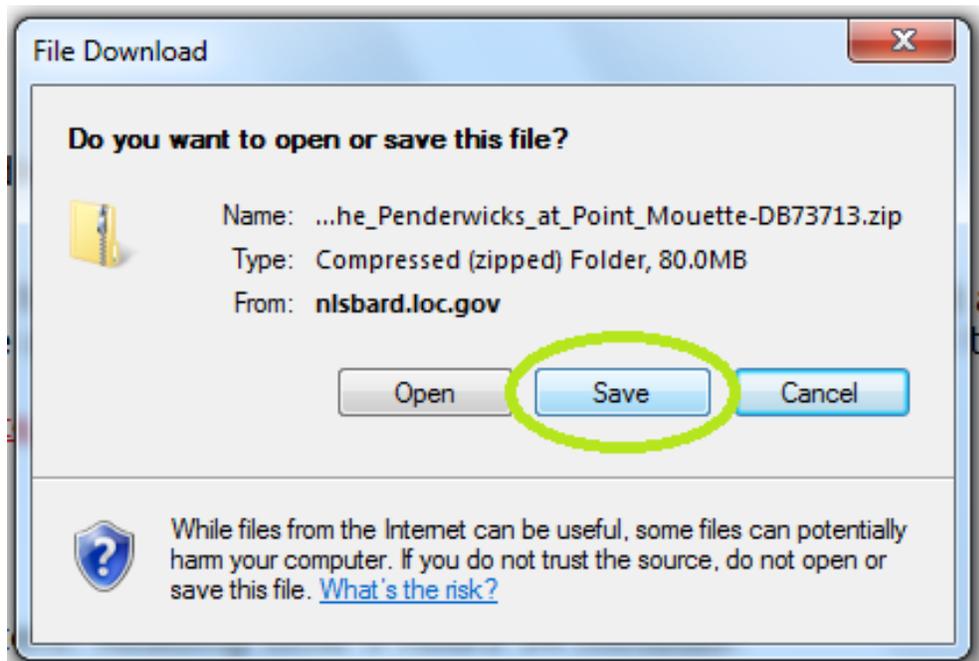
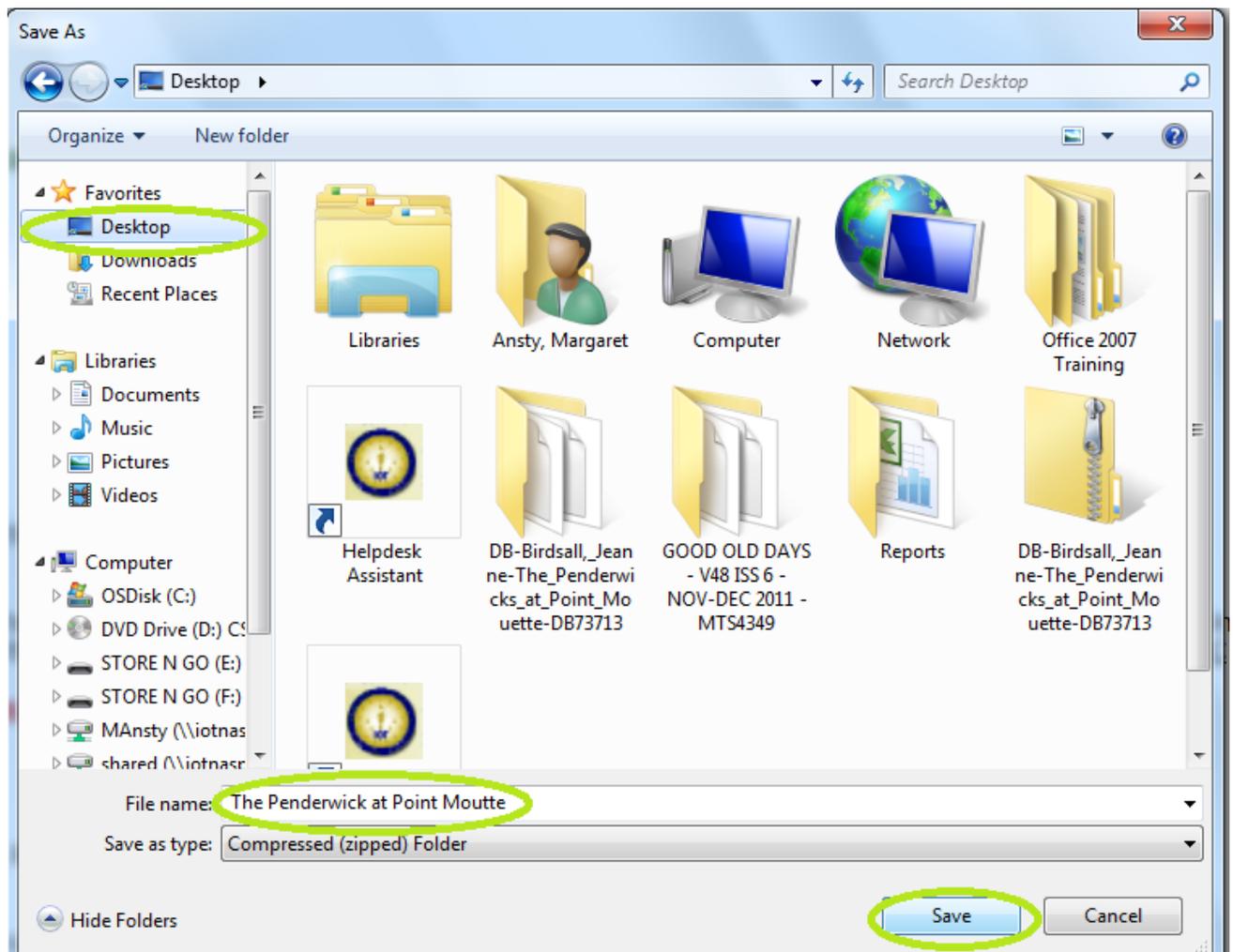


These instructions were created using Windows 7 and require the use of a mouse.

1. Locate the book you want to download. Click on the “download” link and choose “save”.

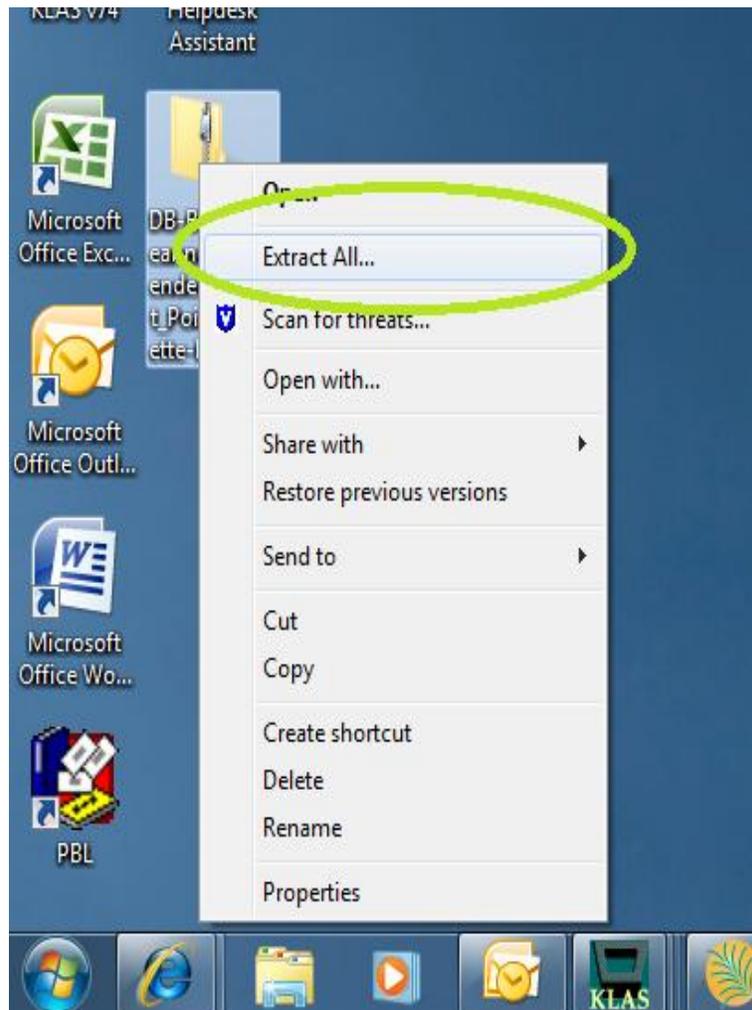


2. When the “save as” window pops up, select “desktop” as the place you want to save the file. Also, rename the file if you want, which can be typed into the “file name” box. Then choose save.

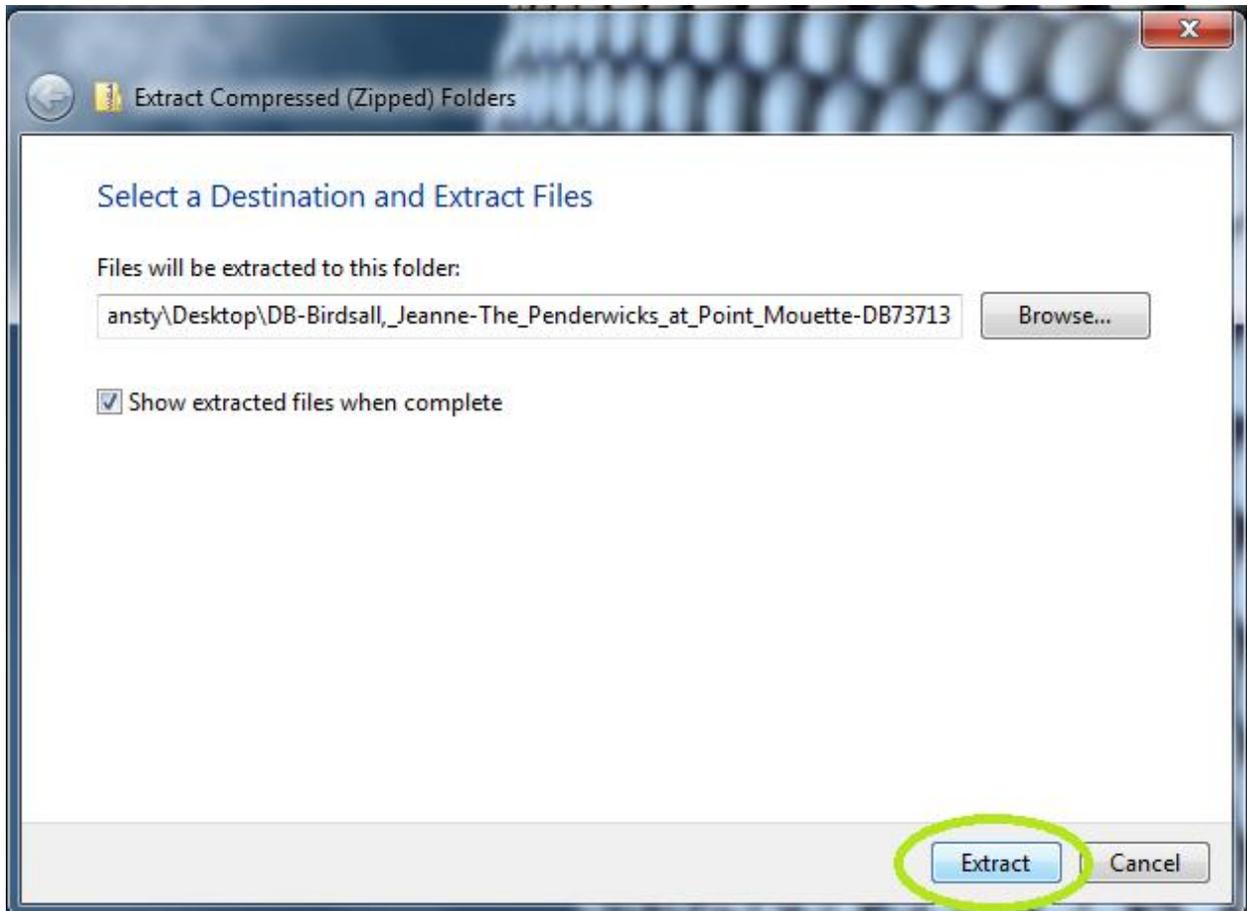


3. Once your file is finished downloading, locate it on your desktop.

Right click the icon, which will look like a zipped file folder, and choose “extract all”.



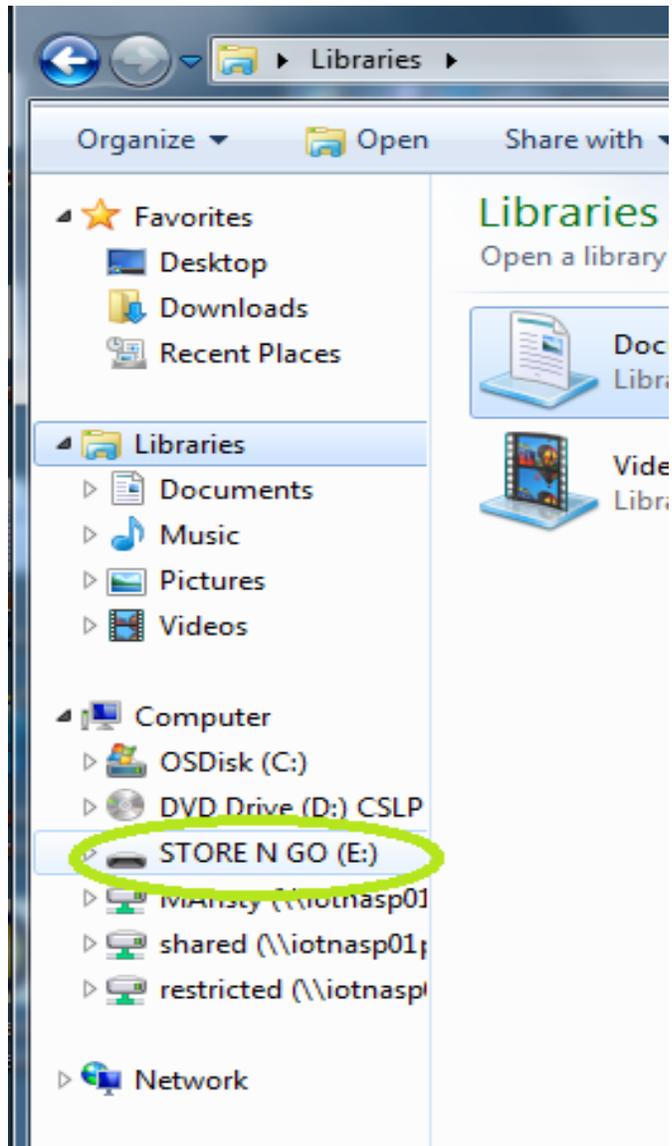
4. A window will open; press the button that says “extract”. When the files are finished being extracted, a window might pop up; you can close that window. You should now have a new folder on your desktop.



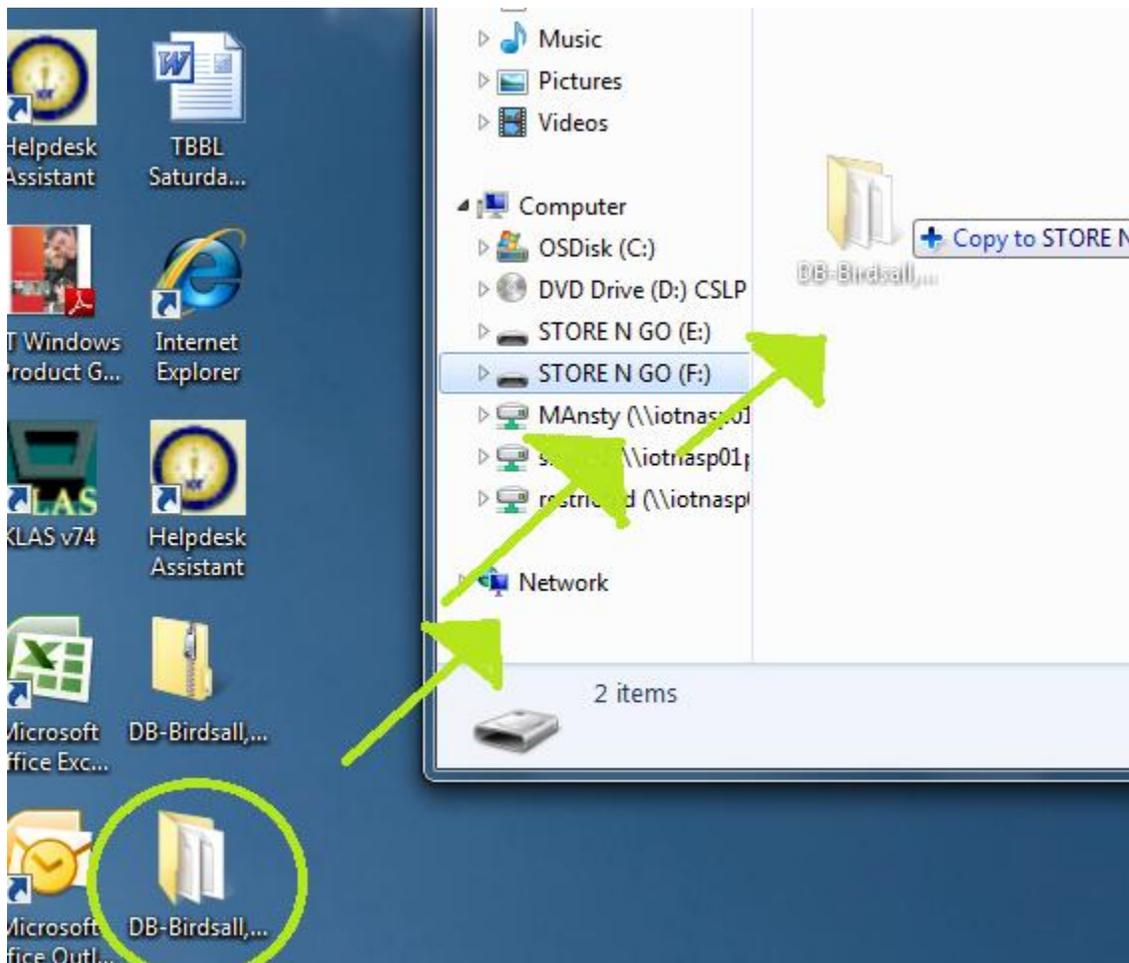
5. Next, pull up your main menu using the “start” button and select “documents”.



6. In the document window, locate your flash drive (which should be plugged into your computer). My flash drive is called “Store N Go”, but yours could be called something else. Select your flash drive from the list so the files on it are displayed in the main part of the document window. This is also the window you can use to delete books once you have read them.



7. Now it is time to transfer your book onto the flash drive. One method is to click on the book folder, located on your desktop, and drag it into the document window. Another method is to click on the book on your desktop and click CTRL + C, then click on your flash drive in the document window and click CTRL + V.



8. Your book should now be on the flash drive and ready for listening!